



# Foreign Affairs Manual

## 15 FAM – Overseas Buildings Operations

Change Transmittal: OBO-30

Date: October 25, 2012

---

## 15 FAM 240 USING RESIDENTIAL SPACE

### Changes

1. This Change Transmittal issues the following revisions to 15 FAM 240:
  - **15 FAM 247, Surrender of Residential Quarters:** GTRs or transportation tickets must not be issued until amounts owed for damaged or lost property have been paid or acknowledged in writing by the occupant and his or her parent agency, or appealed in accordance with the procedure set forth in 14 FAM 540;
  - **15 FAM 249.2, Rate Schedule for Transient Quarters:** Use of post-held transient units by any occupant requires payment of fees except for Department interns, Presidential Management Fellows, and incumbents (see 15 FAM 249.3); and new section
  - **15 FAM 249.3, Interns, Presidential Management Fellows, and Incumbents:** Charges must not be assessed for the use of post-held transient quarters by Department interns, Presidential Management Fellows, or the incumbents in similar programs.
2. If these subchapter issuances changed less than half the words, we formatted the changed text in *dark magenta italic*. If these subchapter issuances changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in these subchapters is the

Bureau of Overseas Buildings Operations (OBO). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

## **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 15 FAM 240 (CT:OBO-19; 10-27-2010) and insert new subchapter 15 FAM 240 (CT:OBO-30; 10-25-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:OBO-30, and initial.

## **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.